



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

OPEN TO CURRENT DISTRICT COURT EMPLOYEES ONLY

Opening Date:	September 22, 2006	Closing Date:	October 2, 2006
Job Title:	County Clerk I	Position Type:	Regular Full Time
PIN:	001031	FLSA Status:	Exempt
Location:	District 2, Somerset County Princess Anne, Maryland	Grade/Salary Range:	J12 \$39,866 - \$58,516
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: This is supervisory and administrative work providing oversight to the entire operation of a county court of the District Court of Maryland. Employees in this class supervise and coordinate the work of the traffic, criminal, civil, accounting and security staff of the court, as well as the building services for the county where they are assigned. Employees in this class receive managerial direction from the Administrative Clerk who reviews work for effectiveness, efficiency, accuracy, and adherence to policies and procedures. Employees in this classification are responsible for the direct supervision of employees in a small county court location consisting of one active courtroom.

Education: Associate Degree from an accredited college or university.

Experience: Five years of work experience involving court operations.

Note: Applicants may substitute additional court experience on a year for year basis for the required education.

Skills/Abilities: Expert knowledge of Maryland District Court policies, procedures, laws, and forms, involving traffic, civil, criminal and accounting operations of the court; knowledge of Maryland's Judicial System; knowledge of District Court personnel policies and procedures. Ability to plan and supervise the operation of a county District Court. Ability to apply and interpret all applicable laws, rules, policies and procedures. Ability to implement operational staffing changes to accommodate caseloads and demands; ability to perform administrative duties related to court management; ability to exercise tact and diplomacy in dealing with the public, law enforcement personnel, and attorneys; ability to effectively communicate with peers, subordinates, supervisors and the public. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, Maryland 21401
jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.